

**Parks and Recreation Board
of the City of Onalaska**

Monday, February 26, 2018

1

1 The Meeting of the Parks & Recreation Board of the City of Onalaska was called to order at 5:15
2 p.m. on Monday, February 26, 2018. It was noted that the meeting had been announced and a
3 notice posted at City Hall.

4
5 Roll call was taken with the following members present: Ald. Jim Binash, Gretchen Newhouse,
6 Andrea Benco, Brian Udermann, Victor Hill, Steven Nott

7
8 Also Present: Parks and Recreation Director Dan Wick, Parks Maintenance Supervisor Mark
9 Hanson, Buildings Manager Brian Babiash, Great River Landing Committee Chairperson Erik
10 Sjolander, Parks and Recreation Department intern Ben Marquardt

11
12 Excused Absence: Ohbe Johnson

13
14 **Item 2 – Approval of minutes from the previous meeting**

15
16 Motion by Andrea, second by Gretchen, to approve the minutes from the previous meeting as
17 printed and on file in the City Clerk’s Office.

18
19 On voice vote, motion carried.

20
21 **Item 3 – Public Input (Limited to 3 minutes/individual)**

22
23 Steven called three times for anyone wishing to provide public input and closed that portion of
24 the meeting.

25
26 **Consideration and possible action on the following items:**

27
28 **Item 4 – Approve Youth T-Shirt Printing to Games People Play at a cost of \$6.50 per shirt**

29
30 Dan said five vendors had been asked to submit bids and two (BB Graphics and Games People
31 Play) submitted bids. BB Graphics submitted a bid of \$8.40 per shirt (total cost of \$7,291.20 for
32 868 shirts), and Games People Play submitted a bid of \$6.50 per shirt (total cost of \$5,642 for
33 868 shirts. Dan said Games People Play’s rate of \$6.50 per shirt is similar to what the city paid
34 in 2017, noting that the costs are covered by the sponsorships that are raised for the youth t-shirts
35 and are taken from the donation account.

36
37 Motion by Andrea, second by Gretchen, to approve Youth T-Shirt Printing to Games People Play
38 at a cost of \$6.50 per shirt.

39
40 On voice vote, motion carried.

41
Reviewed 2/28/18 by Ben Marquardt

**Parks and Recreation Board
of the City of Onalaska**

Monday, February 26, 2018

2

42 **Item 5 – Approve 72” Zero Turn Lawn Mower bid to Bobcat of the Coulee Region at a cost**
43 **not to exceed \$10,283.00**

44

45 Dan said requests for bids were sent in January to three commonly utilized vendors (Oliver
46 Powerhouse, Tractor Central, LLC, and Bobcat of the Coulee Region) for the 72-inch zero-turn
47 lawn mower, which is a budgeted item. Bobcat of the Coulee Region was the only vendor to
48 submit a bid (\$14,283 for Option 1, and \$10,283 for Option 2). Dan told board members he had
49 spoken to one of the vendors, who informed him it did not have a diesel model. Dan said the
50 vendor asked if it would be possible to submit a price for a gas model, but he told the vendor no
51 as the diesel models typically have operated more than 1,000 hours longer than the gas models.
52 Dan noted that Bobcat of the Coulee Region carries a Hustler unit – the city’s other mowers also
53 are manufactured by Hustler – and said the Parks and Recreation Department has found them to
54 be exceptional.

55

56 Motion by Victor, second by Andrea, to approve 72” Zero Turn Lawn Mower bid to Bobcat of
57 the Coulee Region at a cost not to exceed \$10,283.00.

58

59 Ald. Binash asked Dan how the mower would be utilized.

60

61 Dan said the mower would be utilized to mow the city’s parks and right-of-ways. Dan also said
62 \$10,300 was budgeted in the Equipment Replacement Budget, noting the city will be trading in
63 its current unit.

64

65 Andrea asked if maintenance is included.

66

67 Dan said the unit is new and that he believes 400 hours is included in the first year.

68

69 On voice vote, motion carried.

70

71 **Item 6 – Approve Omni Center sport court flooring cover to Keifer USA at a cost not to**
72 **exceed \$40,000**

73

74 Dan said the following five bids were submitted:

75

76 Vendor	Cost Per Tile	Cost Per Cart	Shipping Cost
77 Covermaster	\$39.50	\$650.00	\$1,876.00
78 Keifer USA	\$38.75	\$500.00	\$1,875.00
79 Humphrys CoverSports	\$40.50	\$615.00	\$3,100.00
80 Signature Events	\$40.00	\$400.00	\$2,295.00
81 Greatmats	\$38.00	\$670.00	\$2,115.00

82

**Parks and Recreation Board
of the City of Onalaska**

Monday, February 26, 2018

3

83 Dan said staff has attempted to find a product to place over the Sport Court flooring when dry-
84 floor events are held at the Omni Center. Dan said staff also considered utilizing vinyl flooring.
85 However, Dan also said staff would need a maximum length of 125 feet. Dan said multiple
86 companies rep the floor covering, which is the same product. The material is 3 feet by 6 feet (1
87 meter by 2 meters). The covering is placed on the floor and is heavy enough that the tiles will
88 not slide. Dan said one individual can cover the floor and told board members he believes the
89 product would be an asset at the Omni Center. Dan said staff believes the best option would be
90 to purchase two carts. Dan said, "The smaller carts could be pushed around. We could probably
91 wheel them on the Sport Court, which we can't drive the forklift, or build boxes that we could
92 put things in. When we purchased the Sport Court four or five years ago, we actually built boxes
93 to put them in because of the cost that they wanted to ship them with. We will build the boxes
94 that we can use with our forklift with pallets. We can move the product around with our forklift
95 rather than buying multiple carts." Dan said he recommends approving Keifer USA, which is
96 charging 75 cents per tile more than Greatmats, but also is charging \$170 less per cart and \$240
97 less for shipping than Greatmats. Dan also noted that Keifer USA offers more color options
98 (grey, midnight blue, brown, anthracite) than Greatmats (grey, blue). Dan said staff would like
99 to purchase anthracite (black) floor covering, which also can be utilized in place of runners.

100

101 Motion by Andrea, second by Ald. Binash, to approve Omni Center sport court flooring cover to
102 Keifer USA at a cost not to exceed \$40,000.

103

104 Andrea asked if the floor covering will be easy to clean and replace, as needed. Andrea also
105 asked if the floor covering will be stored on the carts, or if it will be transported on the carts.

106

107 Dan said the floor covering would be both stored in and transported on the carts.

108

109 Ald. Binash asked Dan if he had contacted other parties and inquired about the floor covering.

110

111 Dan said staff has spoken to a couple vendors that are utilizing the floor covering on gymnasium
112 floors. Dan said a representative from one of the vendors spoke favorably of the covering
113 because the vendor previously utilized vinyl floor covering, which requires three or four
114 individuals to pull it out and keep it straight. Dan said the vendor utilizes one or two individuals
115 to place the tiles on the floor. Dan also said the floor covering is easy to maintain as it can be
116 vacuumed or cleaned with Scotchgard if it is stained.

117

118 For clarification, Ald. Binash asked if the tiles would only be utilized to cover the floor.

119

120 Dan cited the example of the summer volleyball league held Monday and Thursday evenings at
121 the Omni Center, noting that in the past four or five staff members would need to remove the
122 court Thursday evening if an event was scheduled for Friday and reinstall it Sunday evening.
123 Dan said the goal is to have two staff members install the floor covering over the Sport Court and

**Parks and Recreation Board
of the City of Onalaska**

Monday, February 26, 2018

4

124 place tables and chairs on top.

125

126 Steven noted Dan had said the product companies are selling is based on the same product and
127 asked if there is a difference in durability, ease in installation and removal, and ease in cleaning.

128

129 Dan said he believes the same company provides this product to the vendors.

130

131 Steven inquired about the warranty.

132

133 Dan told Steven he had not brought information regarding the warranty.

134

135 Brian Babiash told Steven every company had the same warranty.

136

137 Andrea inquired about Keifer USA, noting that the city has not worked with this vendor in the
138 past.

139

140 Dan told Andrea that Keifer USA is an Illinois-based company and said he had no questions
141 about it. Dan added that Keifer USA has been “very responsive” regarding questions staff has
142 asked.

143

144 Andrea asked how the floor covering differs from the carpet tiles that already are present at the
145 Omni Center.

146

147 Brian Babiash said the carpet tiles would slide if not connected.

148

149 Dan told Andrea he had asked about placing the floor covering on a gymnasium floor and said he
150 was told the covering does not move.

151

152 On voice vote, motion carried.

153

154 **Item 7 – Approve Hilltopper Heights Playground Project. Bid deadline is 10:00 a.m. on**
155 **February 26th**

156

157 Dan said five different companies bid this project. Dan noted each playground manufacturer is
158 given a not-to-exceed amount and said staff had evaluated the playgrounds earlier Monday. Dan
159 invited board members to examine the proposed projects, which are on display this evening.

160

161 Ben said staff had been asked to rank the top three playgrounds, with “1” being the highest score.
162 Ben said he compiled the point totals and referred to a playground on display that had received
163 the highest score.

164

**Parks and Recreation Board
of the City of Onalaska**

Monday, February 26, 2018

5

165 Andrea inquired about the ratings criteria.

166

167 Ben said staff had rated each playground based on personal preference.

168

169 Dan said play feature was taken into consideration.

170

171 Mark said he believes the playground that had received the highest rating was popular due to the
172 presence of a shade structure and climbing apparatuses. Mark said one of the other proposed
173 playgrounds was lacking in shade, noting that there are now fewer trees in Hilltopper Heights
174 due to the Emerald Ash Borer.

175

176 Andrea asked to examine each proposal.

177

178 Dan said the board could take a brief recess so its members may examine the proposed
179 playgrounds.

180

181 Steven reconvened the meeting after board members had had an opportunity to examine the
182 proposed playgrounds.

183

184 Andrea said she wants to see more accessible features incorporated as parks are redone in the
185 future.

186

187 Dan said, "These are accessible, by the letter of the law," adding there are transfer stations
188 present.

189

190 Andrea said that while she does not disapprove of the proposals before the board, she believes
191 they can be more inclusive (e.g. installing more ramps, having more tactile structures). Andrea
192 also noted the proposed playground does not incorporate all five senses. Andrea added she likes
193 the fact there are shade structures present.

194

195 Motion by Andrea, second by Brian Udermann, to approve the Hilltopper Heights Playground
196 Project to Miller & Associates at a cost not to exceed \$59,900 for the equipment and its
197 installation, and a cost not to exceed \$5,885 for the installation of the engineered wood fiber.

198

199 Dan said a separate account for woodchips has been budgeted and explained the cost for the
200 equipment and its installation will be \$59,900. The cost of installing the engineered wood fiber
201 will be \$5,885. Dan said, "They will be coming out of two separate accounts."

202

203 Ald. Binash inquired about the funding sources for the project.

204

205 Dan said this project is a Capital Improvements Project.

**Parks and Recreation Board
of the City of Onalaska**

Monday, February 26, 2018

6

206
207 On voice vote, motion carried.

208
209 **Item 8 – Approve Meier Farm Playground Project. Bid deadline is 10:00 a.m. on February**
210 **26th**

211
212 Dan said a developer in the area wants to install more fitness equipment at Meier Farm to
213 accommodate the increase of older citizens residing in the neighborhood. Dan noted playground
214 manufacturers have created “ninja warrior-type apparatuses” that allow users to do a circuit-type
215 training process. Dan said four companies that submitted bids have provided proposals with this
216 type of equipment to the Parks and Recreation Department. The proposed projects were on
217 display for board members.

218
219 Andrea said she was expecting the type of equipment that can be utilized by elderly citizens.

220
221 Dan said the equipment will come out from where the playground equipment currently is and out
222 toward the sidewalk.

223
224 Gretchen asked if any green space will be taken as part of the project.

225
226 Dan said, “We’re going to take green space from the current playground out toward the
227 sidewalk.”

228
229 Andrea asked if the fitness equipment that was to be installed along the walking path has been
230 eliminated.

231
232 Dan said yes and told board members the ASTM has stated surfacing must be installed
233 underneath any fitness equipment. This surfacing must include 12 inches of woodchips, Pour in
234 Place rubber surfacing, or rubber mulch. Dan noted the equipment located in Community Park is
235 anchored to the concrete and said Pour in Place is the only product that can be utilized to anchor
236 the equipment to prevent it from being stolen.

237
238 Andrea asked why slides for small children have not been included as part of the project, adding,
239 “This is a whole generation down from what a lot of us out there have been expecting forever.
240 Why does it not encompass little kids?”

241
242 Dan responded, “I thought many kids of all ages could use it. There are things ground level, and
243 they can do it. That is why we requested it, and this is what came in.”

244
245 Steven noted the video Dan had shown board members a few moments ago had shown
246 individuals of different ability levels utilizing the equipment.

**Parks and Recreation Board
of the City of Onalaska**

Monday, February 26, 2018

7

247
248 Victor noted he has two small children and resides near Meier Park, and he said he and his wife
249 believe there needs to be more equipment that small children are able to utilize. Victor said he
250 believes the equipment at Meier Farm is appropriate for children four years old and older, and he
251 also said the slide shown on one of the photographs would be ideal for his two-year-old
252 daughter.

253
254 Andrea noted there are several middle school and high-school aged youth who reside north of
255 Meier Farm and said “[they] would really benefit from this.”

256
257 Victor noted a basketball court had just been installed at Meier Farm and suggested installing
258 equipment that would be friendly to small children. Victor said, “I understand why we’re talking
259 about this, but I wish we were doing this other thing first because the older kids have a basketball
260 court.”

261
262 Gretchen, who resides near Meier Farm, agreed with Victor that the current playground
263 equipment is aimed at older children.

264
265 Andrea said there has been an expectation from the retired individuals who live near Meier Farm
266 that exercise equipment would be installed along a walking path. Andrea said, “This is not
267 retirement community fitness equipment. It may be great, but that’s a significant change to the
268 aspect of that playground equipment. That’s not to say that it’s bad. It’s just that for some of us
269 who have been waiting for this other [equipment] it’s a little disappointing. It’s a huge
270 neighborhood, and there are [people of] all ages out there. The high school and [middle-school]
271 aged [residents who] are in there right now would benefit greatly from this kind of active
272 playground equipment.”

273
274 Steven said the feedback he is hearing from board members is that they would like to see
275 equipment that will serve individuals ranging in age from two to 65.

276
277 Andrea said she simply believes “we’ve shifted gears,” adding, “This is a surprise to me because
278 this is not what I thought was going to show up on here. The equipment that I think we were
279 expecting was the equipment that is out behind the Community Center. ... This is nothing like
280 that.”

281
282 Gretchen asked if anyone has checked to see if citizens are utilizing the equipment behind the
283 Community Center.

284
285 Andrea said she has seen several people of all ages utilizing the equipment when she has driven
286 past the Community Center.

287

**Parks and Recreation Board
of the City of Onalaska**

Monday, February 26, 2018

8

288 Dan said staff can reexamine this item if that is what the board so chooses, noting the developer
289 is funding a portion of the project.

290

291 Gretchen said that while her children are the appropriate age to utilize the proposed equipment,
292 she also believes their needs are currently being met at Meier Farm and that equipment diversity
293 is a more appropriate path to take.

294

295 Ald. Binash noted the City of Onalaska does not have a policy pertaining to “what goes where”
296 and asked if residents provide input as to what they want to see, or if the Parks and Recreation
297 Department decides what would be a good fit for a particular park. Ald. Binash asked if the goal
298 is to have the same thing at every park.

299

300 Dan said it has always been his goal not to install something that can be found at another city
301 park. Dan told board members no other municipality in the State of Wisconsin has the type of
302 equipment that is being discussed, adding he believes there is only one playground in the United
303 States that currently has it. Dan noted that 14 new playgrounds were installed in the city in 1996
304 and said the same equipment was installed at all 14 locations. Dan said, “We do hear a lot from
305 parents who like to travel. [They say], ‘We’re going to go to this park because they have this’
306 and ‘We like to go to this park because they have that.’ ”

307

308 Steven said he is intrigued by the equipment after watching the video, adding that it would serve
309 five-year-olds to 18-year-olds.

310

311 Brian Udermann said he does not see the need to start from scratch as the equipment can be
312 utilized both by young children and adults. Brian said, “I do like the diversity, and [it’s]
313 something different. If somebody needs some equipment for seniors they can go to the
314 Community Center. I like it. It’s new and different.”

315

316 Gretchen said she is concerned about the loss of green space that would come with the project.
317 However, Gretchen also said she believes the benefits of bringing diversity to the park outweigh
318 the loss of space.

319

320 Dan said the footprint would be 50-by-80 square feet.

321

322 Motion by Ald. Binash, second by Brian Udermann, to approve the Meier Farm Playground
323 Project to Miller & Associates in an amount not to exceed \$65,000 for equipment installation and
324 \$7,060 for the installation of mulch.

325

326 Dan said the design is No. 30-160901-1.

327

328 On voice vote, motion carried, 4-1 (Gretchen Newhouse), with one abstention (Victor Hill).

**Parks and Recreation Board
of the City of Onalaska**

Monday, February 26, 2018

9

329

330 **Item 9 – Approve Omni Center Mezzanine Project to Cary Specialized Services at a cost**
331 **not to exceed \$16,589**

332

333 Dan said this project began in 2016 when the Building Inspector discovered that the
334 Aquinas/Holmen Avalanche boys hockey team had constructed locker rooms near the tool room.
335 Dan noted everything had been constructed out of wood and said the Building Inspector told him
336 wood structures are prohibited in the Omni Center. Dan said the mezzanine located above the
337 chiller room also was constructed out of wood. The State of Wisconsin Building Inspector
338 became involved, and Dan said he was informed that the city has three years to remove all the
339 wood decking and install steel decking. Dan noted there is steel decking in the mezzanine where
340 the air handlers are located, while the area that was accessible via forklift was wood decking.
341 Dan said \$16,589 has been set aside in the 2018 budget to complete the project, noting the
342 current price to replace install steel decking is \$14,100 (the bid submitted by Cary Specialized
343 Services). Dan said concerns have raised regarding potential electrical and plumbing work, and
344 this is why he is requesting additional funds.

345

346 Brian Babiash told board members all the electrical components are attached to the side wall, “so
347 that in essence isn’t the real issue.” Brian also noted there is HVAC piping for the new chiller
348 system that is attached to the roofing and said it might be necessary to add different strapping.
349 Brian said that while the project will not be complicated, it could be time-consuming and there
350 will be a cost involved with creating new strapping. Brian said the floor originally was
351 constructed to code, noting the previous chiller had been there. Brian noted chillers are noisy
352 and emanate heat and said this room cannot be made its own area. Brian said this area is now
353 climate-controlled.

354

355 Motion by Ald. Binash, second by Steven Nott, to approve the Omni Center Mezzanine Project
356 to Cary Specialized Services at a cost not to exceed \$16,589.

357

358 On voice vote, motion carried.

359

360 **Item 10 – Food Truck Policies and Procedures Manual**

361

362 Dan said he had updated the manual since the board’s last meeting on January 22 and told board
363 members an updated version had been included in their packets. Dan said there still are
364 questions pertaining to how individuals are signed up. The options that were discussed include
365 doing so via the city’s website and telephoning the city. Dan told board members that staff had
366 examined Google Docs, the city’s software as well as other options and said staff believes the
367 best course of action to take for 2018 is to ask vendors to sign up in the Parks and Recreation
368 Department office. Dan said this process is similar to that of the Urban Deer Hunt and told
369 board members that vendors would be allowed to sign up for 10 days at any of the city’s

**Parks and Recreation Board
of the City of Onalaska**

Monday, February 26, 2018

10

370 locations starting Monday, April 16. Vendors then could sign up for another 10 on April 17.
371 Dan said one person would not be allowed to take the same area the entire year. Dan said the
372 \$200 fee will be the only cost.

373

374 Steven said he believes local vendors will have a significant advantage if individuals are only
375 allowed to sign up at the Parks and Recreation Department office.

376

377 Dan said he will be happy if five vendors participate in 2018, telling Steven he does not believe
378 the city will be inundated with several vendors.

379

380 Ald. Binash addressed the policy before the board this evening and inquired about the definition
381 of a mobile food vendor. Ald. Binash next addressed Part II (“Legally Operating Without a
382 Mobile Food Vendor Permit”) and said he believes the following verbiage should be included:
383 “Does not include city-owned property.” Subsection “A” currently reads as follows: “*Mobile*
384 *food vendors may operate at special events/festivals as part of the special event/festival and must*
385 *abide by all rules and regulations of the Special Event Permit.*”

386

387 Dan cited the example of a vendor participating in a special event such as “Celebrate Onalaska”
388 and said a vendor’s permit will cover the food trucks because they are making contact and
389 working with those vendors to do it. Dan said, “We don’t want to get in the middle of ‘Celebrate
390 Onalaska’ where they use the Omni Center and use Van Riper Park and they have to come in and
391 handle that. That’s all going to be handled with our Special Event Permit.”

392

393 Andrea referred to a \$100 Park Usage Fee and asked if this applies when a vendor operates in or
394 around a city park. Andrea also asked if it should be renamed if that is not the case.

395

396 Dan noted there is a nonrefundable, Designated Park Usage Fee of \$150 as well as a \$50
397 Application Fee. Dan said, “As through this process, in conversations as a staff and as
398 department heads, we’re trying to give people the benefit of signing up early and not rushing in
399 at the last minute needing their permit where we say we give them seven to 10 days. That’s
400 where we wrote [in the policy] that in the next year, if they have a permit this year and they
401 come in prior to March 31 of the following year we will waive the \$50 Application Fee.”

402

403 Andrea asked if this policy would apply to any food truck operating in the city.

404

405 Dan said no and told Andrea, “Only the ones we are restricting under this policy.”

406

407 Dan said he can bring the revised policy before the board at its March 26 meeting.

408

409 **Item 11 – Review 2018 Summer Activity Guide**

410

**Parks and Recreation Board
of the City of Onalaska**

Monday, February 26, 2018

11

411 Dan noted he had distributed a draft copy of the 2018 Summer Activity Guide to board members
412 and told them to review the document and ask any questions they might have. Dan said he hopes
413 to send the final draft to the printer early in the week of March 4-10. Dan also told board
414 members they can inform him of any edits that need to be made, adding the document is an “85-
415 to 90-percent document.”

416

417 **Item 12 – Report from La Crosse County Bluffland Steering Committee**

418

419 No report.

420

421 **Item 13 – Report from Onalaska Enhancement Foundation**

422

423 Dan said the Fleis Nightfall Frolic will be held Friday, April 20.

424

425 **Item 14 – Report from Great River Landing Committee**

426

427 Ald. Binash inquired about the building located to the west of the railroad tracks, asking if there
428 is any new information pertaining to insurance and its viability.

429

430 Dan said Mark had met with the Building Inspector.

431

432 Mark’s comments were inaudible on the recording.

433

434 **Item 15 – Director’s Report**

435

436 **a. Parks Update**

437

438 Dan reporting the following:

439

- 440 • Staff is working on tree, snow and ice removal.
- 441 • Park Maintenance Laborer Lane Zahrte attended the Wisconsin Arborist Association
442 Annual Conference the week of February 18-24 in Green Bay.

443

444 Mark thanked board members and the Common Council for allowing the department to purchase
445 equipment for snow and ice removal.

446

447 **b. Recreation Update**

448

449 Dan reported the following:

450

- 451 • Some of the traveling teams still are playing.

**Parks and Recreation Board
of the City of Onalaska**

Monday, February 26, 2018

12

- 452 • Spring volleyball tryouts were held the week of February 18-24. Teams were posted at
453 3:30 p.m. Monday.
454 • Spring soccer registration has ended. Work soon will begin on the schedule.
455

456 **c. Aquatic Center Update**
457

458 Dan said applications for the 2018 season are now online, adding that employees who worked at
459 the facility in 2017 are being contacted.

460 **d. Omni Center Update**
461

462 Dan reported the following:
463

- 464 • The ice in Arena No. 1 will be removed Friday.
465 • Dry floor events begin Friday, March 9.
466

467
468 Dan addressed the discussion pertaining to the Omni Center financials at the February 7 Finance
469 and Personnel Committee meeting. Dan said Financial Services Director/Treasurer Fred Buehler
470 told the committee that in 2017 the Omni Center had turned a profit of \$5,767. Dan also said the
471 final audited budget still must be completed.
472

473 Brian Udermann inquired about the expansion of the Dog Park.
474

475 Dan said the Dog Park will not be expanded, adding he does not know the status of the property.
476

477 **Adjournment**
478

479 Motion by Ald. Binash, second by Andrea, to adjourn at 6:13 p.m.
480

481 On voice vote, motion carried.
482

483
484 Recorded by:

485
486 Kirk Bey